

**TASTE OF CHOCOLATE  
2016 RULES AND REGULATIONS**

**I. GENERAL INFORMATION**

**Date of the Event:** February 6 - 7, 2016

**Location of Event:** Old Town Hall – corner of Main Street & University Drive  
City of Fairfax, VA

**Time of Event:** Set Up: Friday: 6:00 p.m. - 8:00 p.m.  
Saturday: 10:00 a.m. - 5:00 p.m. (doors close @ 4:30 pm)  
Sunday: 12:00 Noon - 4:00 p.m. (doors close @ 3:30 pm)

**II. RULES**

**A. GENERAL**

1. **PRODUCT/UTENSILS.** All vendors shall have products made from chocolate available for purchase. These products shall be items available for sale at the particular business or items that are home made. All vendors are responsible for providing plates, napkins, and any eating and/or serving utensils for their products.
2. **WATER.** The Independence Day Celebration Committee (IDCC) will provide water and cups for attendees at the event.
3. **WHOLE PRODUCT SALES.** Vendors who wish to sell "whole" products may do so, but are required to donate to the IDCC 25% of each dollar of the sale price subject to the minimum vendor taste fee of \$250. The "whole" product sales will be transacted by using "pogs" sold by the IDCC. There will be **NO** monetary transactions made between the vendors and the attendees at the event. The **only** monetary transactions that will take place will be between the attendees and members of the IDCC for the purchase of the "pogs".
4. **HEATING/COOLING.** Vendors are responsible for providing their own heating and cooling devices for their products. Heating and cooling equipment is limited at Old Town Hall and can be used by vendors if needed. However, there will be no guarantee by the IDCC as to its working condition or availability during the event.

**B. FINANCIAL**

1. **ENTRY FEE/LICENSES/PERMITS/TAXES.** The cost for each vendor will be \$75 per space. These monies must be paid in advance and are **non-refundable after January 1, 2016.** Checks should be made payable to the IDCC. All notifications of cancellation must be made in writing, and postmarked not later than January 1, 2016, to the address listed in this document.

A completed application and payment must be received by **October 31, 2015**, at:

Taste of Chocolate  
c/o Charlie Potock  
3525 Country Hill Drive  
Fairfax, VA 22030

All vendors will be responsible for obtaining any required licenses, permits, and/or insurance coverage as required. Local officials during the event may require evidence of this documentation. Vendors are also responsible for payment of any applicable sales tax associated with the sale of their products. The Health Department will be notified of the event and may be on the premises during the event and may do an inspection of each vendor. It is a requirement of the Health Department that all food products must be covered in some manner during the event. Any questions regarding business licenses and permits may be directed to the Commissioner of the Revenue at 703-385-7884

2. **TASTE FEE.** Vendors who wish to sell "whole" products may do so, but are required to donate to the IDCC 25% of each dollar of the sale price subject to the minimum vendor taste fee of \$250. The "whole" product sales will be transacted by using "pogs" sold by the IDCC. There will be **NO** monetary transactions made between the vendors and attendees at the event. The only monetary transactions that will take place will be between the attendees and members of the IDCC for the purchase of the "pogs". **Each vendor agrees to pay the IDCC a minimum taste fee of \$250 and such fee is due by January 1, 2016. The IDCC will reimburse each vendor \$0.75 of each "pog" collected, the value of a "pog" is \$1.00 (example – if a vendor has \$1,000 in sales, 25% of \$1,000 is \$250 to the IDCC). Vendors participating for the first time in 2016 will be required to include a \$250 deposit that will be refundable upon completion of participation on both February 6 & 7, 2016. First time participant applications will not be processed for inclusion in the 2016 event if the deposit is not included at the time application is made.**

Each vendor will be provided with a sealed container in which they will place their "pogs" as they are collected. These containers will be turned over to the Chairperson, Treasurer, or other designee of the IDCC throughout the event and at the end of each day. The "pogs" will be counted throughout the event and tallied at the end of each day. Proceeds to the vendor participants will be mailed to the participant within 30 days of the event.

3. **MINIMUM VENDOR TASTE FEE** Each vendor agrees to pay the IDCC a minimum vendor fee of \$250 and such fee is due by January 1, 2016. The IDCC will reimburse each vendor \$0.75 of each "pog" collected, the value of a "pog" is \$1.00 (example – if a vendor has \$1,000 in sales, 25% of \$1,000 is \$250 to the IDCC).

C. **SPACE.** Each space shall be approximately 6' x 8' and include one 6' table, tablecloth, table skirt, two (2) chairs, and a business/organization name sign.

Assignments/Allocations of space shall be as follows:

1. Receipt of Completed Application, Payment, and \$250 deposit for first-time vendors
2. Repeat participation in the event
3. Requirements for Electricity
4. Multiple Space Purchase

*[NOTE: Statistical information results have proven that there is no particular advantage to any space location within the Old Town Hall facility]*

D. **TABLE RESERVATION POLICY:** There will be a maximum of no more than two tables per vendor. Vendors will be given the same number of tables as they reserved for 2003, if requested. Vendors may request additional space based on availability at the closing date of October 31, 2015; requests will be processed as soon as possible.

E. **SCHEDULE.** All vendors **MUST** arrive at least one and one half-hour (8:30 a.m.) prior to the start of the first day of the event, unless their set-up was done on Friday night. On day two of the event, participants **MUST** arrive at least one hour (11:00 a.m.) before the event begins. Representatives of the IDCC will be at the facility at least two (2) hours prior to the event beginning on both days. If vendors are late arriving, the IDCC cannot guarantee easy access to the building entrances, elevators, or their spaces.

F. **CLEAN UP.** Each vendor must clean-up and straighten-up their space at the end of the day on Saturday, NLT than 6:00 pm. Products may be left in the facility, which will be secured over night. The only access to the facility will be by members of the City of Fairfax Parks and Recreation Department who are responsible for the facility. The facility will not be used by any other organization during the event. However, the IDCC will not be responsible for any items left at the facility.

At the end of the day on Sunday, each vendor must clean up and remove all products, product containers, boxes, serving items, and trash NLT 5:00 p.m.